

**SOLDIER SMART BOOK**  
**COMBINED MANEUVER TRAINING CENTER**

As of 8 Sep 2000

# **SOLDIER SMART BOOK**

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## **CONDUCT A PATROL /CONVOY**

### **MISSION**

You will conduct patrols and convoys for a number of reasons. Some of the typical missions are:

- a. Show presence in an area of operations
- b. Conduct reconnaissance
- c. Conduct logistical resupply operations

### **PCI**

1. Radio Checks with the TF TOC and every vehicle. Have MEDEVAC freq set and posted.
2. Check dispatches to ensure that they are up to date and that the Q/C is current.
3. Conduct a functions check on the patrol's crew served weapon/s, and ensure the patrol understands the proper weapons posture, per Force Protection Status and ROE to include ammo.
4. Ensure that all vehicles have the proper colored chemlights per the unit sop.
5. Combat lifesaver bags in at least one vehicle, IV Bag up to date, bag fully stocked with qualified Combat Lifesaver.
6. Every vehicle must have a map with the current TF graphics.
7. Patrol leader must have a roster with all of the soldiers on the patrol that also lists all of the sensitive items on the patrol and submit to TOC with patrol request.
8. The patrol must have at least one interpreter who must also be of like ethnicity to patrol area population .

### **PATROL REHEARSAL**

1. Brief the Task and Purpose of the Patrol.
2. Brief all members of the patrol on the route, checkpoints, road conditions, rally points, enroute RPs, and standards for reporting the control measures to higher.
3. Actions at breakdowns.
4. MEDEVAC procedures.
5. Mine strike procedures/locations of known minefields.
6. Actions on contact.
7. Actions to take if there is a break in contact.
8. Actions to take if there is no comms for 30 minutes.
9. Designate speed, interval, observation plan.
10. Brief the Patrol Risk Assessment/reduction plan.
11. Brief PIR/CCIR.

## **ACTIONS AT A SHORT HALT**

1. Report location and situation
2. Dismount local security
3. Consider turret/weapon orientation (360 deg)
4. Remain at prescribed Force Protection level
5. During operations pmcs.
6. Update all TC's on the current situation/issues.
7. Clean windows, markers, and lights.

## **ACTIONS AT A VEHICLE BREAKDOWN**

1. Ensure that the vehicle moves to a safe location if possible before dismounting.  
Employ warning triangles, chemlights, and reflective vests.
2. Establish & maintain security, verify location vs known minefields.
3. Assess the nature of the breakdown.
4. Report location, situation, your actions
5. Attempt to fix on site
6. Attempt self-recovery
7. Coordinate external recovery/ notify maintenance personnel of fault
8. Maintain force protection guidance (veh#, etc)

## **ACTIONS UPON MISSION COMPLETION**

1. Account for sensitive items and people.
2. Send appropriate closing report to higher.
3. Conduct formal debrief with unit S2 and engineer section to answer CCIR and route conditions.
4. PMCS vehicles and equipment in preparation for future missions.

# **ACT AS A QRF**

## **MISSION**

You will get the mission to act as a QRF to provide a reserve to your commander for missions that he has been given. Some typical QRF missions are:

1. In the basecamp to assist the guard force with their mission of basecamp security.
2. In the base camp or at an assembly area with the mission to add combat power to units conducting patrols.
3. To assist in crowd control or add combat power for units conducting convoy escort missions, safeguarding officials, or seating elected municipal officials.

## **PLAN, PREPARE, AND REHEARSE**

- Identify size and probable mission
- Establish redcon status and force protection status (by sqd/veh)
- Rehearse routes
- Building clearing techniques
- ROE
- Refer to convoy checklist
- Identify link up point / recall plan
- Communications plan (higher, unit)
- Establish weapons readiness criteria
- Conduct unit readiness inspection
- Establish and rehearse conplans with the battle captain
- Identify other assets available/coordinate methods of reinforcement.
- Establish QRF near and far recognition signals
- Establish a running pass word
- Identify QRF interpreter.
- Brief higher on your plan
- Conduct at least one mounted alert and one dismounted alert weekly. Time them to establish standard.
- Post all required Freqs in easily visible location and update daily.

### **1. Conditions.**

Brigade is executing peace operations when an event occurs that requires deployment of a Quick Reaction Force (QRF) to ensure that the mission is accomplished or to ensure the safety of our soldiers. The brigade has a platoon, company, or battalion designated as the brigade QRF. Each battalion may have a company, platoon or section designated as the QRF. The QRF has dedicated transportation: trucks, infantry fighting vehicles, or rotary wing aircraft.

## **2. Standards.**

- a. Follow all provisions of the ROE without deviation.
- b. QRFs should be at no less than REDCON 3 (30 minutes) at all times. When at REDCON 1 (prepared to move immediately) the QRF loads their transportation with all their weapons and mission-equipment within the following time lines:
  - (1) Squad-size: five minutes
  - (2) Platoon-size: five minutes
  - (3) Company-size: ten minutes
- c. If rotary wing aircraft are the means of transportation, then the QRF must be in the PZ posture within the time limits above.
- d. Before departure the situation is briefed to all leaders down to fire team. Team leaders brief their men during the movement to the site of the incident.
- e. QRF takes appropriate action at the scene to protect our soldiers' lives or to ensure mission accomplishment.
- f. QRF departs the scene with all personnel and equipment accounted for.
- g. QRF recovers upon return to its base. Within three hours it is ready to be employed again; injured personnel are evacuated/treated; damaged equipment is repaired or identified; ammo, rations, and medical supplies are resupplied; personal equipment is inspected by the squad leader and re-packed; vehicles are refueled and positioned. Detailed maintenance, cleaning, rest and personal hygiene begin after these tasks are accomplished.

## **3. Sub-tasks.**

- a. Analyze and plan the mission.
  - (1) QRF commander analyzes all operations being conducted by the higher headquarters.
  - (2) QRF commander prepares contingency plans to assist any element in his unit that requires the QRF. All plans include provisions to help the unit accomplish its mission or to help evacuate the unit.
  - (3) The task organization is according to the situation, but the basic organization includes the HQ, assault element, support element, and a security element. The HQ includes a medical team (medics with equipment).

- b. Ensure that the QRF is ready to execute contingency plans.
  - (1) The QRF rehearses all contingency plans.
  - (2) Soldiers retain their personal weapons and ammunition.
  - (3) Crew served weapons and all equipment are loaded on the vehicles or are placed on the PZ. In either case, guards secure the equipment.
  - (4) Sleeping areas are in the vicinity of the vehicles or the PZ.
  - (5) Have established and rehearsed a signal to alert the QRF.
- c. Take appropriate actions when alerted.
  - (1) Soldiers immediately run to the vehicles or the PZ.
  - (2) Leaders take personnel and equipment accountability.
  - (3) Sub-unit leaders assemble at the QRF commander's vehicle to receive the verbal WARNORD.
  - (4) As soon as the QRF commander has his mission and selected a course of action, he briefs his sub-unit leaders on the mission, overall plan, and their role in it.
  - (5) Sub-unit leaders brief their own subordinates on the mission and plan.
  - (6) The QRF departs for the mission site no more than 10 min. after the commander briefs the sub-unit leaders on the plan.
  - (7) Leaders ensure all weapons are safe during movement.
  - (8) QRF Commander makes a radio check on supported unit's command frequency.
- d. Approach the scene (in the final assembly area).
  - (1) The final assembly area is preferably covered and concealed from the mission site.
  - (2) As the QRF arrives at the final assembly they chamber rounds and place weapons on safe.
  - (3) Leaders orient soldiers to the ground and ensure they understand the situation actions of the opposing sides and expected actions of the QRF.

e. Actions at the scene.

- (1) The commander receives a situation update from the local commander.
- (2) The commander ensures that his unit is synchronized with the local unit.
- (3) The QRF ensures its own security and the security of the local unit.
- (4) The QRF uses force within the provisions of the ROE to help the local unit accomplish its mission or to evacuate the unit in contact.
- (5) Total discipline, obedience, and professionalism by our forces will impress the belligerents and encourage them to cooperate with the SFOR.

f. Return to base.

- (1) Withdraw to the departure point in a disciplined manner.
- (2) Before departure, account for all personnel and sensitive items.
- (3) Radio ahead for help with injured soldiers (if necessary).

g. Recover.

- (1) Phase 1: Within three hours injured personnel are evacuated/treated; damaged equipment is repaired or identified; ammo, rations, and medical supplies are resupplied; personnel equipment is inspected by the squad leader and re-packed; vehicles are refueled and positioned.
- (2) Phase 2: Detailed maintenance, cleaning, personal hygiene, and rest begin.
- (3) Phase 3: After Action Review (AAR) of the mission with sub-unit leaders.
- (4) Phase 4: Based on the AAR, the QRF commander reassesses his contingency plans and makes adjustments. The QRF rehearses the modified contingency plans.



## ACTIONS WHEN ENCOUNTERING MINES OR OTHER UXO

### MISSION

You must always consider mines and UXW when conducting mission analysis and in your risk assessment. You must be constantly mine aware. Establish and rehearse your drills for actions when local nationals turn in mines or UXO, alert you to where it is, or you discover it as part of conducting an assigned mission.

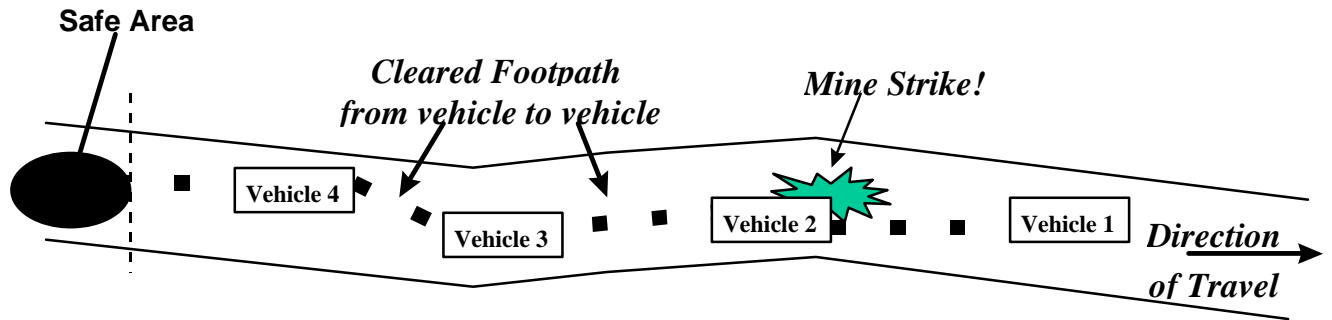
1. Immediately take actions as appropriate to reduce soldier risk. Minimize the number of soldiers in the immediate area. As many of those who must remain as possible should seek cover of bunkers, fighting positions, or armored vehicles.
2. Make sure the faction/civilian places the UXO in the approved dud pit. If that is not possible have it placed as far as possible from your soldiers while still under your observation. Mark with engineer tape or any non metallic marking device. Limit vehicle and pedestrian traffic near the dud pit by establishing hasty checkpoints.
3. Verify your location w/GPS and map and report it as completely as possible to higher using the UXO nine line spot report. Your description will help identify the UXO so that your unit can take the correct force protection measures and EOD comes prepared to do their mission.

#### 4. Report format

- Line 1 Date/time discovered
- Line 2 Reporting Activity (UIC) Location (verified w GPS)
- Line 3 Contact method: radio freq/call sign telephone #
- Line 4 Type of munition (dropped, projected, placed, or thrown)
- Line 5 NBC contamination
- Line 6 Resources threatened
- Line 7 Impact on mission
- Line 8 Protective measures taken
- Line 9 Recommended priority (Immediate, indirect, minor, or no threat)

5. If a US unit or soldier encounters a UXO, **mark it** (using the procedures above), **report it** (using the UXO nine line spot report), **and request guidance and permission from higher headquarters to continue mission.**

# REACT TO A MINESTRIKE WHILE MOUNTED



**General Situation:** Vehicle #2 in a 4-vehicle convoy strikes a mine. Vehicle #1 believed to be in a minefield. Extent (start or end) of minefield is unknown. There are casualties and/or deaths in Vehicle #2.

## Procedures:

1. Convoy HALTS **all personnel remain mounted** no vehicles move.
2. **Senior person assesses situation, determines casualties** based on reports from all vehicles in convoy.
3. Senior person accounts for all sensitive items **Send SITREP** to higher HQ.
4. Establish **360 degree security** from vehicles.
5. Senior Engineer (if available), or senior person **designates a sweep team to clear a footpath** the affected vehicle using non-metallic probes and/or mine detector **Mark left and right limits of footpaths** using non-metallic materials (spray paint, chem lights, HEMMS poles, wooden stakes, engineer tape held down with rocks etc.) every 3 meters.
6. At the same time, the **last vehicle in the convoy clears a footpath to the rear** and establishes a Radio commo-link with higher headquarters. Distance to clear to rear is designated by senior person or rear vehicle commander.
7. Sweep team clears footpath to injured personnel and begins first aid.
8. **Mark any mines found** with engineer tape or any non-metallic material. Do not put the marking object closer than 12 inches from the suspected mine. DO NOT PROBE to find the mine.
9. **Clear an extraction lane from vehicle to vehicle** extending from Vehicle #1 passed the last Vehicle to the designated Safe Area or limits of minefield.
10. **Extract casualties** to an approved TFE HLZ site designated by the senior person. Clear HLZ if necessary.
11. Extract and **account for all personnel and sensitive items**
12. **Mark, record, and report the minefield** higher headquarters.

# Mine Sense

Identify possibly mined areas and avoid them:

1. Out of place items.
2. Freshly dug mounds of earth.
3. Mounds and depressions.
4. Improvised marking systems:
  - a. Two sticks laid in an X.
  - b. Red and white or red and yellow construction tape.
  - c. Yellow tape tied to poles, sticks, and trees.
  - d. Residue from mine crates.
  - e. Minefield signs and barbed wire.
5. Areas avoided by adult civilian populace.
6. Blast craters.
  - (d) Navigation. If on an unknown route:
    1. Stop and report.
    2. Determine where you are at.
    3. Return the way you came.

## Probe for mines

- (1) Probe using non-metallic material, such as sticks, wooden dowels, or plastic.
- (2) Improvise mine probes if required. If necessary and only as a last resort, use metallic items such as knives, Leathermans, etc..
- (3) Remove all jewelry and dog tags and put in pockets. Roll up sleeves.
- (4) Hold the probe cradle in the hand, applying only enough pressure to control the probe. The probe should be able to slip through the hand if it hits something solid.
- (5) Hold the probe at a 30° angle so that the probe will not hit or slide over the top of the mine and detonate it.
- (6) Penetrate soil to a vertical depth of 3 inches.
- (7) Probe every 1½ inches to a path 1-meter wide. Once finished, move 1½ inches forward and probe. Continue until probing is complete.
- (8) Probe a 1-meter forward of position to ground gear. Once complete, ground all gear except for Kevlar helmet (buckled) and flak vest. If wearing jacket and/or gloves, remove them.
- (9) Continue to probe forward. When a large enough area is probed, assume a prone position to continue probing out of the mine field.
- (10) If a solid object is encountered:
  - a. Stop probing.
  - b. Move enough dirt away from the object to identify the side of the object.
  - c. Do not attempt to dig up the object.
  - d. Once identified as a mine, use improvised marking system to mark.
- (11) Continue probing to by-pass the mine. When selecting where to mark the mine and which way to go around it, be consistent. Do not mark to the left side one time and right side the next. Never mark on top of the mine.

- (12) Stay aware of tripwires and booby traps.
- (13) Continue probing until a safe area is reached.

## **Conduct self/unit extraction from a minefield**

- (1) As soon as you realize you are in a minefield, either visually or by detonation, freeze.
- (2) Someone takes charge. Normally, the person with the most level head. Under patrolling circumstances, the PL or APL will take charge.
- (3) Turn off all radios and cellular phones.
- (4) Designate the route out of the minefield.
  - (a) Identify casualty (if there is one) as the start point. If there are no casualties, identify the start point within the group. Must be a specific point, not area.
  - (b) Identify the safe area. A safe area is where one could reasonably assume that if the casualty were laid down, he/she would not detonate another mine.
  - (c) Identify a centrally located reference point along the route. This point must be visible to all personnel and show them exactly where the route goes.
- (5) All personnel probe to the route.
  - (a) Probe a space 1-meter forward.
  - (b) Ground gear.
  - (c) Probe to the route.
  - (d) Bring gear to the route behind you and leave it just off the route.
- (6) Personnel move to and evacuate casualty (if there is one).
  - (a) Minimum of 2 personnel to control casualty. Use no more than is necessary.
  - (b) Probe 1-meter path to casualty.
  - (c) Once at the casualty, on person must identify direction of probing around the casualty such as "I'll probe left, you probe right."
  - (d) Probe a 1-meter zone around casualty.
  - (e) Conduct only enough first aid on casualty to keep him/her alive until they are evacuated to the safe area.
  - (f) Move casualty down probed route to the safe area.
- (7) Personnel move to the safe area.
  - (a) All personnel not involved in evacuating casualty probes out of minefield along route.
  - (b) Report and get medevac (if required).
  - (c) If using radio or cellular phone, ensure radio is at least 150 meters from minefield before using.
  - (d) If no radio is available, get help at the closest place situation allows.
  - (e) Other personnel remain on site outside minefield to assist, recover gear, etc..
- (8) If you are in a vehicle and it strikes a mine:
  - (a) If there are no injuries or injuries are minor and vehicle is not in danger of burning or exploding, stay in vehicle until help arrives.

- (b) If you need to get out, go over the back of the vehicle and move through the tire/track marks of your vehicle to safety. Do this only under emergency situations.
- (9) If a vehicle in your convoy strikes a mine:
  - (a) All other vehicles in the convoy stop immediately.
  - (b) If personnel in the damaged vehicle need immediate help, move through the vehicle's footprint and climb over the rear of the vehicle.
  - (c) If personnel need to be evacuated from the vehicle and time is available, probe the footprint out to a 1-meter width prior to evacuation.
- (10) If a helicopter needs to conduct an emergency landing:
  - (a) Select a concrete or asphalt road if possible to land on.
  - (b) Be aware that the over pressurization from rotor wash can detonate AP mines.
  - (c) Stay in the helicopter until help arrives.

# Detect tripwires/booby traps.

- A. Use visual technique. Binoculars may enhance. Shortcomings are that tripwires are usually well camouflaged and hard to see. Visual technique is restricted during limited visibility or darkness.
- B. Use blade of grass.
  - 1. Holding a long blade of grass or other similar flexible material between fingertips, run grass up and down in front of you. Grass must clear the height of the tallest person or piece of equipment.
  - 2. Once complete, run the blade of grass back and forth to the width required to pass through the area (minimum 1 meter).
  - 3. If grass snags on object, immediately stop and investigate.
  - 4. If tripwire is detected, mark and bypass.
    - a. DO NOT mark on the tripwire.
    - b. DO NOT climb over, underneath, or through the tripwire. Bypass and avoid the threat.
- C Use hand.
  - 1. Use the back of the hand. The back of the hand is more sensitive.
  - 2. Utilize the same sweeping motions as with blades of grass. BE CAREFUL not to pull wire.
- D Use fishing pole.
  - 1. Construct fishing pole using long pole or stick.
  - 2. Tie long string to one end. String should be long enough that the pole may be held six inches higher than the tallest person or piece of equipment and the string will drag just above the ground.
  - 3. Use plastic or wood to weight the string so it will hang straight.
  - 4. Walk forward with string in front. Weight should just skim the ground but not drag it. Ensure to clear a 1-meter wide path.
  - 5. If string snags or stops forward movement:
    - a. Stop all forward movement.
    - b. Investigate.
    - c. Mark and bypass any tripwires.
- E. Use a grappling hook.
  - 1. The least preferred method because grappling hooks will detonate mines or explosives hooked to tripwires.
  - 2. Through grappling hook and assume a prone position behind cover.
  - 3. Slowly pull hook back.
  - 4. Continue until path is clear.

## **ESTABLISH HASTY CHECKPOINT**

### **MISSION**

You will establish hasty checkpoints for a number of reasons. Some of the missions of the CP are:

- a. Act as an OP/CP to observe and report activities in the AO.
- b. Count special traffic, such as military vehicles, cargo trucks, fuel trucks, etc.
- c. Check and inspect traffic for contraband such as weapons, narcotics etc.
- d. On order, block or impede traffic in either direction.

### **ESTABLISHING THE CHECKPOINT**

1. After receiving the type, location, duration, and mission for the checkpoint the leader of the patrol should review the following requirements:

- a. Personnel(how many needed)
- b. Interpreter
- c. Engineer support
- d. Vehicles and types
- e. Types of weapons
- f. Special ammunition(flares, smoke, grenades, illumination, demolition, etc.)
- g. Communications equipment (radios, hand-held radios, antenna, SOI, report formats, code words, landlines, GPS, etc.)
- h. Observation equipment - Binoculars, etc.
- i. Barrier equipment (concertina, barrels, search mirrors, flashlights, dragon teeth, etc.)
- j. Manuals (Drill books, demo, etc.)
- k. Lights
- l. Medical equipment (VS17 panels, strobe lights, beanbag lights, etc.)
- m. Night vision goggles.

2. Establishment of Checkpoint.

- a. Security established.
- b. Communication verified/re-established.
- c. Site verification (by map and GPS)
- d. Prioritization of work:
  - 1) Security
  - 2) Search location established.
  - 3) Vehicles positioned covering avenues of approach.
  - 4) Barriers established.
  - 5) Initial report sent up to higher.
  - 6) Defense plan and alert procedures established.
  - 7) Signs employed.

3. Running the Checkpoint.

a. Personnel Control: If conducting search operations, control of personnel on the ground or in vehicles is critical. Establish control by ensuring soldiers are clear on their

individual mission. (ie. Is he a searcher, security, traffic controller, mission log, maintenance, etc.) Special considerations should be made for the following:

- 1) Individuals acting strange
- 2) Individuals with bulging clothing, or overdressed for the weather.
- 3) Cars containing only one individual.
- 4) Intoxicated individuals.
- 5) Females.
- 6) Animals in the vehicle.

b. Traffic Control: Control of traffic is very important. If this is not maintained, individuals waiting to come through the CP can become hostile toward you, making your job more difficult. The following should be considered:

- 1) One or more soldiers responsible for traffic control (this is determined by the flow of traffic at the CP).
- 2) If possible have a separate lane for vehicles being checked, and a throughway for those not.
- 3) Enforce proper speed through the CP. Use of barriers to ensure this happens.
- 4) Have a holding area for vehicles detained for contraband, mechanical problems, ran out of gas, etc.
- 5) Have a turn around point if needed.
- 6) Don't let a vehicle come through the checkpoint until it can pass freely to the other side.
- 7) Report requirements:
  - a) What is your mission?
  - b) What does your higher want to know?
  - c) Remember CCIR

c. Search Operations: Search operations may be the mission of the CP. If you are assigned to perform search operations, these are some considerations:

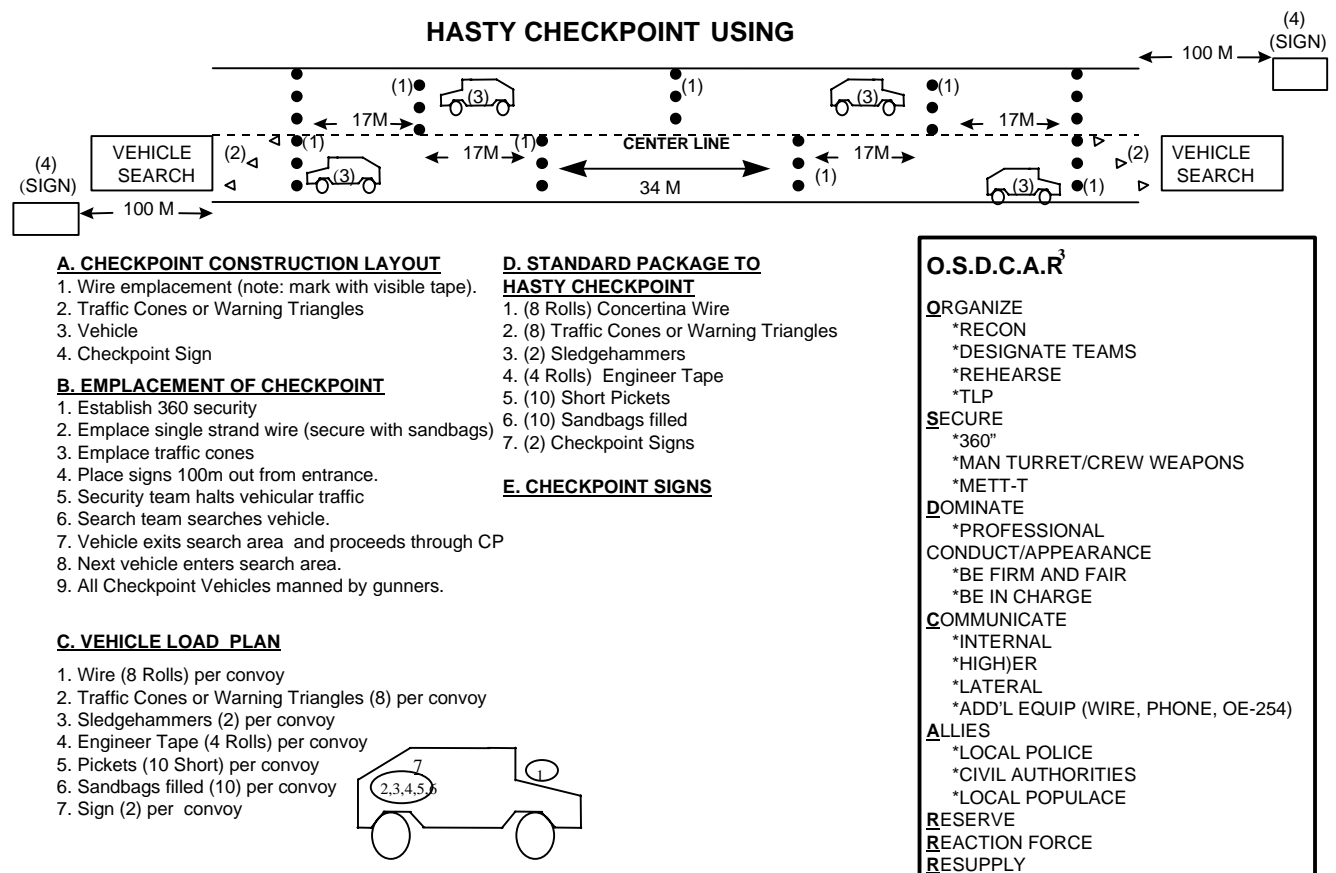
- 1) Security
- 2) Clearly defined rules of engagement
- 3) What is to be searched? (personnel or vehicles)
- 4) Hostile or non-hostile area
- 5) What is to be confiscated
- 6) Who is to be detained
- 7) Holding area for detainees
- 8) Personnel strength at CP
- 9) Interpreter

d. Other rules to follow:

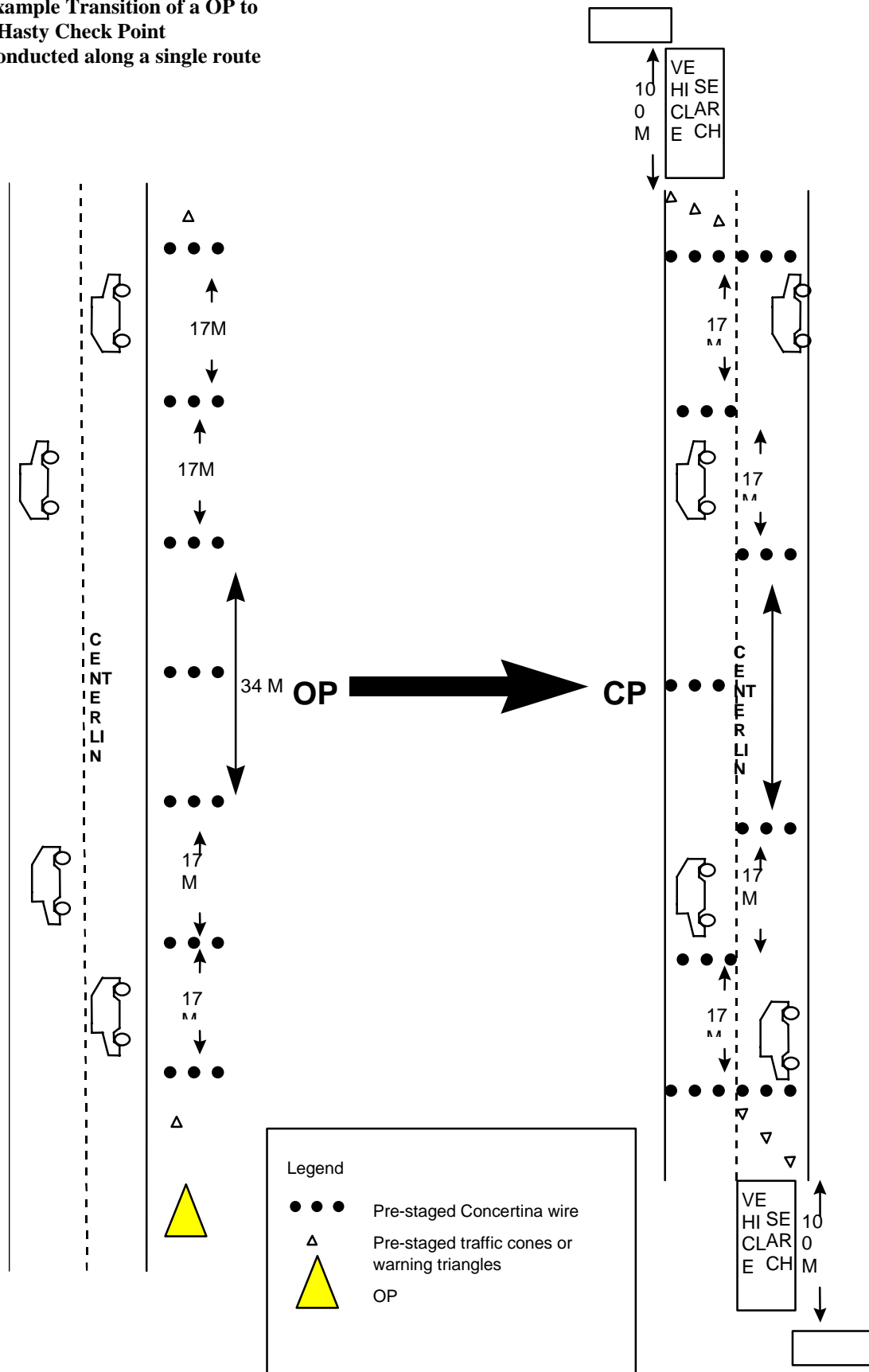
- 1) Vehicles stopped prior to search must remain under surveillance.
- 2) Individuals must not be in the vehicle while it is being searched.
- 3) Individuals, once out of the vehicle, must be kept under non-aggressive security unless the situation calls for harsher methods.
- 4) One or more individuals can conduct the vehicle search.



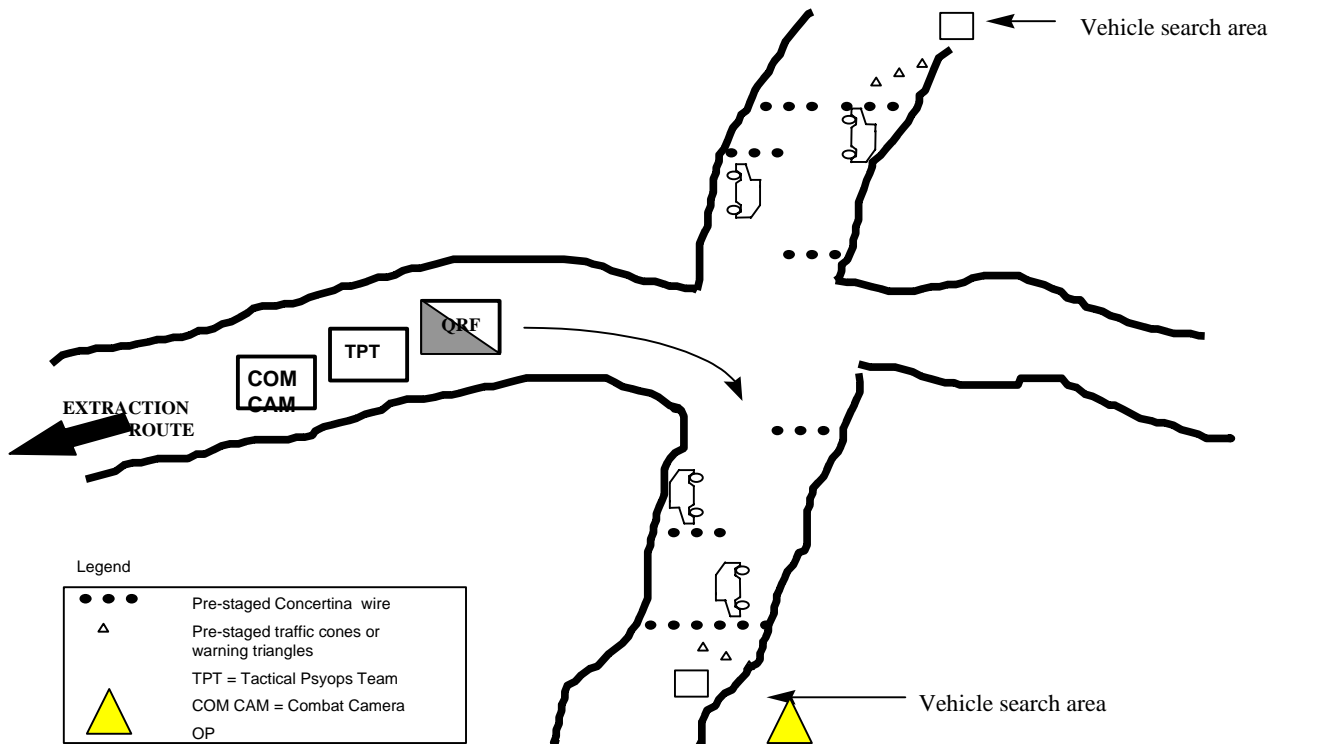
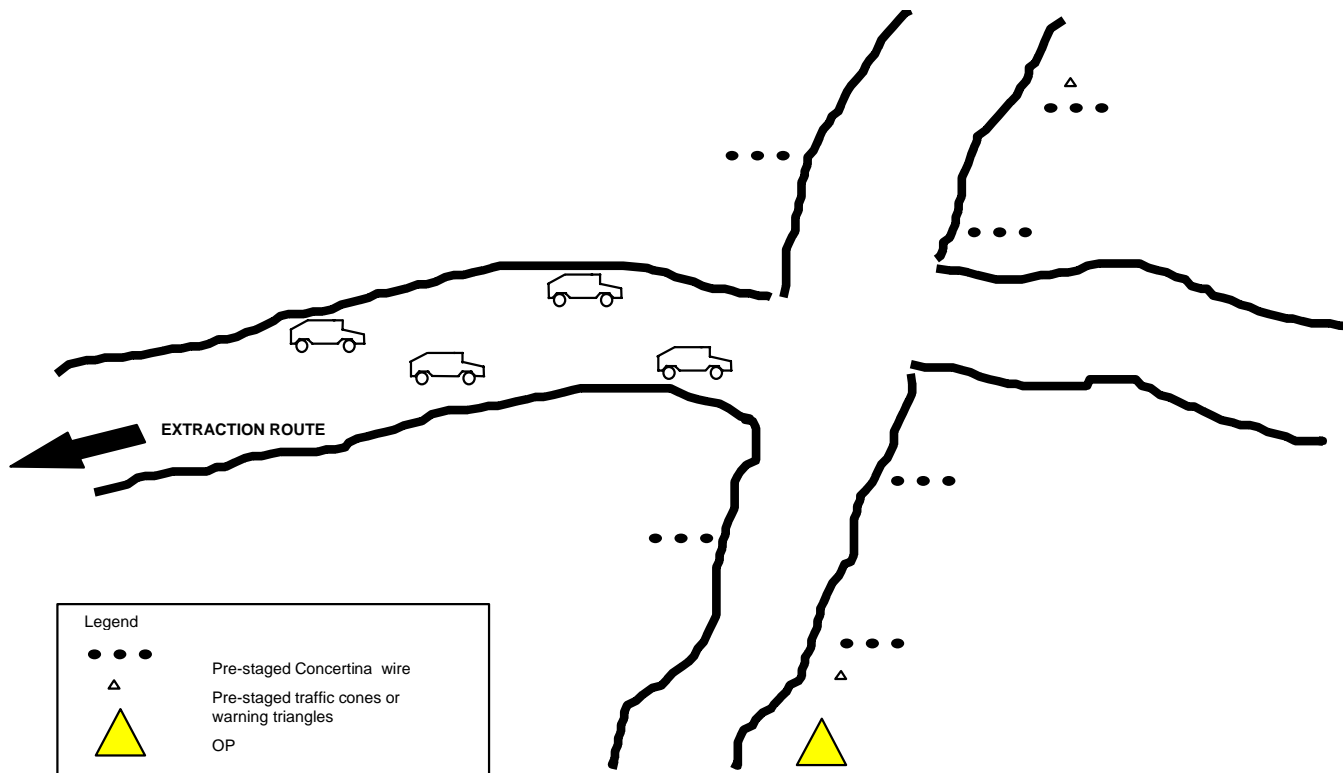
- 5) Individuals must be kept well clear of the vehicle being searched.
- 6) If the individuals appear to be intoxicated, do not let them continue to drink.
- 7) Be polite, but firm.
- 8) Be cautious when females are in the vehicle. Use metal detection wands if possible to search females. If no wands are available, then have the female hold open her coat and slowly turn around. Observe for signs of weapons. Pad down her coat pockets.
- 9) Have the driver open the doors to the vehicle. Stay towards the open side of the door so you can see the inside of the vehicle when it is first opened.
- 10) The driver must back away from the vehicle after he/she opens each door and compartment.
- 11) You will close all the doors.
- 12) Do not let the driver come between you and the security man.



**Example Transition of a OP to  
a Hasty Check Point  
Conducted along a single route**



# Example Transition of a OP to a HCP Conducted at a Road Intersection



# TAKE ACTIONS ON CONTACT

## GENERAL

Actions on contact are immediate actions drills your platoon will execute as required in the course of conducting their assigned mission (Patrols, convoy escort, etc.). Key to Actions on Contact are the rapid execution of the drill and returning fire.

## PLAN, PREPARE, AND REHEARSE

- Understand and be able to implement ROE
- Recon area using map, sand table or overlook area
- Identify possible ambush sites and rally points
- Rehearse ambush procedures and reaction to a sniper
- Rehearse react to indirect fire

# ACTIONS ON CONTACT

1. **RETURN AIMED FIRE!!**
2. Attempt to move out of the kill zone.
3. Those not in contact on the far side of the kill zone move to an identifiable rally point, stop and establish security. If you are on the near side of the kill zone, stop and establish security. Bring fires to bear on the enemy to assist those in the kill zone to break contact.
4. Report to higher. Keep a smart guy on the radio to constantly update your current situation.
5. Treat casualties and identify closest approved HLZ. Call for MEDEVAC as required.
6. When the situation permits gather everyone at the rally point, establish security. Account for your people and sensitive items. Report higher and wait for guidance.

# ACTIONS ON CONTACT

## Ambush (Sniper)

### A. Actions at a Halt

1. Maintain 360 degree security
2. Take a knee (if longer than one minute assume prone position)
3. Pointman secures forward in direction of travel
4. Left flank secures to left
5. Right flank secures to right
6. Two rear soldiers turn around and secure rear
  
7. Team leaders update soldiers assigned sectors
  - a. present location
  - b. purpose and length of halt
  - c. personal hygiene
    - (1) change socks
    - (2) powder feet

### B. React to Near Ambush

1. Seek IMMEDIATE COVER
2. Obscure and Suppress
3. Leader determines size and location of ambush
4. Elements in kill zone assault ambush or withdraw out of the kill zone
5. Report to higher headquarters
6. Extract casualties

### C. React to Near Ambush (Mounted)

1. Driver moves out of kill zone (road sides and forward area possibly mined)
2. Inform element of ambush location and direction to dismount
3. Dismounts and crew-served weapons return fire
4. Report to higher
5. Evacuate casualties
6. Consolidate and Reorganize

### D. React to Far Ambush (Sniper)

1. Seek IMMEDIATE cover
2. Obscure and suppress

3. Move out of kill zone
4. Element not in kill zone assault ambush
5. Report / Request assistance if necessary
6. Evacuate casualties
7. Continue mission or develop the situation

#### **E. React to Far Ambush (Mounted)**

1. Obscure and suppress (Use Smoke Grenades/Generators)
2. Driver moves out of kill zone identify ambush location and engage with crew-served Weapons
3. Elements not in kill zone assault ambush
4. Report and request quick reactionary force (QRF)
5. Call for fire
6. Direct friendly air
7. Evacuate casualties
8. Consolidate and reorganize
9. Continue mission or develop situation

## **React to Indirect Fire**

- A. Any soldier gives the alert "INCOMING"(SIMULTANEOUSLY)
- B. All personnel immediately seek cover
- C. After the first volley, leader announces DIRECTION and DISTANCE to move to in order to get out of the impact area
- D. Element moves to specified location

## CONDUCT A VEHICLE SEARCH

### MISSION

You will conduct vehicle search for a number of reasons. Some of the missions for inspecting vehicles are:

- a. Impede the flow of traffic in a direction.
- b. Protect US and Allied personnel and equipment.
- c. Check and inspect traffic for contraband such as weapons, narcotics etc.

### CONDUCTING THE SEARCH

1) Vehicle searches must methodically include the areas:

**- vehicle interior:**

- sun visors
- under seats
- seat backs
- beneath floor mats
- door pockets
- under dash board
- in glove box
- potential hiding pockets in ceiling/padded roof
- battery box
- any cargo area

**- cargo compartments or vehicle trunks:**

- false doors or other potential hiding place areas, e.g., in spare tire well
- inspect cargo, and all personal baggage or suspicious items. Questions pertaining to search within containers should be brought to the attention of the OIC/NCOIC.
- Use the driver to open everything while you observe.
- Make driver open the hood. Look for booby traps, and check all areas from the top to bottom. The air breather is an area which requires special attention.

**- vehicle exterior (use the following sequence):**

- left front fender well and behind the wheel under the front bumper and behind the grill
- right fender well and behind the wheel
- underneath right side of body, back to and including right rear fender well, and behind wheel
- under and behind rear bumper
- left rear fender well and behind wheel
- underneath the left side of body, back to left front fender well (use an improvised mirror or one provided for under vehicles)
- top of vehicle, to include luggage carriers

**- for larger vehicle(s) with multiple axles and dual rear wheel, pay particular attention to areas along length of the axle and between the dual wheels**

# **CONDUCTING PERSONNEL SEARCHES**

## **MISSION**

You will conduct personnel searches for a number of reasons. Your unit will normally execute the search as part of a mission to conduct a HCP or while on Base Camp Security. Some of the missions for inspecting personnel are:

- a. Protect against theft of supplies.
- b. Protect personnel and equipment.
- c. Check and inspect personnel for contraband such as weapons, narcotics etc.

## **RESPONSIBILITIES**

OIC/NCOIC : The critical link to your squad's success. This individual is responsible for all activity of the search team.

Greeter : The most important position that the leader must resource. This soldier checks for identification, and lets all personnel desiring passage through the checkpoint know that they will be searched.

Searcher : The soldier who actually performs the search. Because this soldier has the closest contact with the individual being searched, this soldier is in the highest risk position.

Demonstrator : This soldier has the responsibility for demonstrating exactly what we need the individual being searched to do. As you will probably not be able to speak the language of the searched individual, you must be able to non-verbally communicate what they must do (if an interpreter is not present).

Interpreter : Assigned for patrols and Base Camp Security. Responsible for translating the directions of the searcher or demonstrator.

Security : Two soldiers are required for security; one for the greeter and one for the searcher. Their mission is to keep eyes on the individual(s) who are in contact with the greeter and searcher.

Observer : This soldier has the mission of watching the searcher and demonstrator perform their task. Where the security soldier has a mission to keep eyes on the searched individual, the observer is constantly checking the entire search event unfold.

## **PROCEDURES**

1. Procedures that you will follow:

- a. If you find contraband on an individual detain and report higher.
- b. If an individual refuses search, detain him. Conduct the search. Report higher.
- c. No opposite sex search, no exceptions. If you do not have a female assigned to your squad, you must conduct a non-contact search.
- d. Search all bags outside the checkpoint close to the UXO pit. Have the individual who brought the bag search the bag as you observe.

2. Contact Search

- a. Have individual stand with legs shoulder width apart, arms out parallel to the ground.



- b. Check all outer garments, one at a time
  - c. Check arms using a rubbing motion
  - d. Check back from upper to lower without patting
  - e. Move hands to front, check from collarbone over chest to waistline. When searching females, use back of hand to sweep through cleavage and under breasts.
  - f. Have individual loosen belt, hook fingers inside waistline, and sweep inside of waistline front to back.
  - g. Use back of hand to sweep down the zipperline.
  - h. Check legs from top of thigh to top of shoe.
  - i. Unlace shoe and sweep fingers around top of shoe
3. Non-Contact Search (for Opposite Sex searches)
- a. Have individual stand with legs shoulder width apart, arms out parallel to the ground.
  - b. Have individual tighten clothing arm by arm
  - c. Have individual pull excess clothing around chest tight around chest, then pull clothing forward.
  - d. Have individual sweep back of hand through cleavage and under breasts.
  - e. Have individual loosen belt and sweep fingers through beltline front to back.
  - f. Individual uses back of hand to sweep down zipperline.
  - g. Individual searches legs.
  - h. Individual loosens shoes and sweeps fingers through top of shoes.
4. Wand (metal detecting) Search
- a. Have individual stand with legs shoulder width apart, arms out parallel to the ground.
  - b. Run wand across the back of the individual from one hand to the other.
  - c. From the back, run the wand up one leg to the back of the head and then down to the other leg, forming a lower case “n”.
  - d. From the front, run the wand up one leg to the back of the head and then down to the other leg, forming a lower case “n”.
  - e. Any time the wand senses metal, inspect the area. If it is a pocket, have the individual empty the pocket.

# **LIAISON OFFICER DUTIES AND RESPONSIBILITIES**

## **MISSION**

Being an LNO to a higher or adjacent unit is a critical mission. You are your commander's representative and his eyes and ears. The unit you are a LNO to expects you to understand your commander's mission and intent cold. They also expect you to have the most current information as to your unit's status. Your commander expects you to be a constant conduit of information about missions, plans, orders, and guidance that the headquarters you are a LNO to is developing or publishing.

## **RESPONSIBILITIES**

- Know and understand the commander's intent
- Know unit base camp locations, unit strengths, combat power (slant), unit logistics considerations, ongoing unit missions, the reconnaissance and surveillance plan
- Know the Serb/KLA units in your unit's sector (their unit locations, names of their commanders, key faction leaders, current faction situation, and trends in Serb/KLA behavior.
- Know the local officials (Mayors, Police Chiefs, etc.) in your unit's sector and trends in the local populace behavior.
- Update your units operational, fire support, and reconnaissance and surveillance graphics as required.

## **ACTIONS ON ARRIVAL AT HIGHER HEADQUARTERS**

- Report to the G3/S3 and the battle captain. Obtain a TOC pass. Brief the battle captain on your unit's current situation.
- Establish communications with your unit headquarters.
- Report to the base camp mayor for billeting and parking.
- Establish your work area in the higher units command post.

## **LIAISON PROCEDURES**

- Constantly update your unit S3 via voice and written means on impending actions that impact on your unit.
- Acquire as much information as possible about current and future operations and plans and brief your S3.
- Update the G3/S3 and the battle captain on current and future operations in your unit.
- During significant actions, maintain frequent contact with your unit's battle captain and serve as a conduit for timely and accurate information flow to the higher unit battle captain.
- Make frequent contact and acquire information as necessary from all primary staff and special sections.
- Be ready to participate in staff planning for future operations both civilian and military.
- Attend all pertinent meetings that impact on your unit.
- Stay current on staff actions in CSS channels that affect your unit.

- Make sure your unit gets all written staff actions that higher generates.
- Assist higher headquarters in the timely and accurate reporting from your unit by ensuring that all required written reports are accurate and received by higher on-time.
- Make at least bi-weekly visits to your unit.

### **ACTIONS ON RETURN TO YOUR UNIT**

- Report to your S3 and update him on current and future operations, as well as assessments to information flow from bottom up.
- Be ready to brief the commander on details of impending actions.
- Brief staff officers on actions pertinent to them.
- Coordinate with HHC commander for action on any personnel, supply, or maintenance issues your liaison team needs.

## DEALING WITH THE PRESS

1. **MISSION:** You deployed as part of a national mission. The goals, strategy, progress, and scope of that mission are of interest to not only our citizens and media, but others with a stake in the region. You represent your unit and nation and can expect that members of the press will have interest in your operations.

2. **Preparing to meet the media:** What you do before you meet the media is as important as what you do when you meet them. Often, the preparatory activities will determine the success or failure of your media interview. By being prepared, you'll not only be more confident and comfortable, but you'll also be able to get your story across to the audience.

### Some preparatory suggestions:

- a. Find out who the reporter is and why you were asked for the interview.
- b. Establish the ground rules and how much time for the interview.
- c. Anticipate the questions and think through the responses.
- d. Do your homework. Make sure that you're up-to-date on your unit's status and mission.
- e. Know the key points you want to make. You might want to type them on a card and put the card in a permanent place on your person. Before the interview, review them often.
- f. Don't try to memorize a statement. You'll come across as stiff.
- g. Question your own position. Wargame the answers.
- h. Read the papers and listen to the TV and radio news before your interview in case late-breaking news affects your command or your position.

### 3. Actions during the interview:

- a. In stand-up interviews, stand straight. Don't lean into the microphone and don't rock back and forth.
- b. Hands should be relaxed and at your sides at the beginning of interviews.
- c. If sitting, sit with the base of your spine back on the chair and lean slightly forward.
- d. Warmth, friendliness and sincerity are important to the interview. Key tools are smiles, gestures and pauses, at appropriate times. But don't smile at serious matters or out of discomfort.
- e. Concentrate on the interview – listen! Avoid looking around the area.
- f. Don't take the questioner's attitude, even on hostile questions.
- g. Keep your head up. The audience must see your eyes.
- h. Look at the interviewer when responding to questions. Don't look at the camera.
- i. If you have a real physical reason for preferring on profile or side, such as a hearing problem, make this known to the interviewer and the program staff and insist it should be resolved in your favor.
- j. Be yourself. Concentrate on HOW to get ideas across – not just words.

#### 4. GENERAL

- a. You don't have to talk to the press if you don't feel comfortable, but remember that accurately explaining what your unit is doing helps tell your story.
- b. If the press individual doesn't have a PAO escort ask to see his/her press credential card. If the individual does not have the proper credentials, don't talk to him/her and contact higher for guidance.
- c. Before beginning the interview pause, collect your thoughts, remind yourself of the ground rules, and remember that there is no such thing as "off the record". **Tell the truth.**
- d. Set the ground rules with the reporter. Tell him you can talk about what your unit does, and its mission, minus details that compromise OPSEC. Remind him not to ask you to speculate about the future or answer questions outside your area of responsibility. (Stay in your lane).
- e. Listen to each question carefully and collect your thoughts before answering. If the question violates the ground rules don't answer it and remind the reporter why you won't.
- f. Remain friendly, and keep your answers short, direct, and without Army jargon.

## **PLANNING CONSIDERATIONS FOR CONVOY ESCORT**

### **MISSION**

You can expect to get the mission to conduct a convoy escort for a number of reasons. Some operations requiring convoy escort are:

1. Election support
2. Provide security to an official
3. Security to a logistical convoy.

### **Task Organization**

Task Organize no lower than the section level, so you have mutual support for the section and the escorted convoy. Report to the leaders of the convoy and discuss the mission, route, and actions on contact.

### **Maneuver**

1. Escort vehicles must maintain freedom to maneuver. Recon the route prior to the escort mission, so you are aware of potential ambush sites or places where you could take a wrong turn. Position vehicles to support one another. Do not leave a "slick" ( vehicle without a crew serve weapon) unattended. Apply METT-T and OCOKA as needed.

2. When escorting a EV (Escorted Vehicle) maintain your interval. Allow no outside vehicle to inter mingle with your convoy. Place EV in center and overwatch. Position crew served weapons so they provide long range/cover fire. Ensure contingency plan is in place to react to hostiles attempting to interfere with EV. Dismount security when required for EV personnel (designated team) and maintain crew served weapons to cover buildings and the surrounding area.

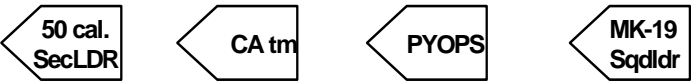
### **Fires**

1. Plan fires to cover the route. If indirect can not support you, than contact the ALO to find out the availability of rotary or fixed wing support. Ensure that each truck carries hand held smoke to provide immediate concealment upon displacement.

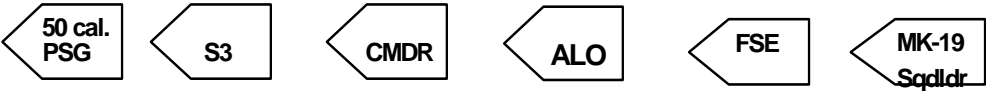
2. The air threat is minimal, however in MOUT terrain the crew should be especially aware of threats from multi-story buildings.

# EXAMPLE CONVOY/PATROL ESCORTS

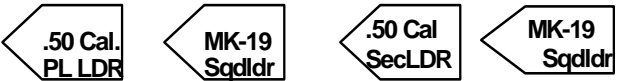
## Civil Affairs patrol



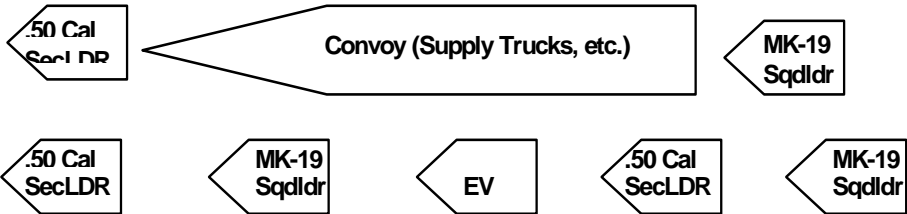
## Commanders' patrol



## Recon\Enforcement patrol



## Resupply Convoy



All distances, weapons orientation, and additional security depend METT-T

## CONDUCT GUARD AND BASE CAMP SECURITY

1. **Purpose:** To provide Standard Operating Procedures and Reporting Procedures for incidents / events that may occur at Gates, Towers, or on Patrols.

2. **MISSION:** You will have the mission to secure your basecamp by guarding gates, manning towers, and conduction roving patrols. Your battalion TOC will coordinate all security related efforts on base. You must deal quickly and efficiently with any possible contingency or threat. Quick, accurate reporting is essential.

### GUARD MOUNT PROCEDURES

- Conduct roll call per unit SOP.
- Announce the given force protection level and what actions that status requires. Ensure each soldier has the proper uniform for the force protection level to include water. Check for serviceability and cleanliness of all uniform/equipment.
- Check that each soldier has sufficient cold and wet weather gear to sustain him throughout guard shift.
- Check that each soldier is not overly tired, ill, or otherwise physically/mentally distracted in a way that could affect his/her ability to perform his/her duties to standard.
- Assign soldiers to a gate guard tower/patrol team. Ensure they know guard tower/patrol team call sign/designation.
- Maintain the appropriate guard book with the corresponding gate number.
- Brief all soldiers on:
  - a. General Orders
  - b. Special Orders
  - c. ROE
  - d. CCIR
  - e. Immediate action drills for actions on contact, penetration of the wire, React to UXO, React to Basecamp fire.
  - f. Interpreter position and how to contact on call interpreters.
- Intelligence update: Relay any specific noteworthy events that soldiers need to be aware of. \*\*SOG see S-2 for current situation and any changes to intelligence focus and instructions prior to guard mount.



**3. Action. This is a list of the most common incidents / events. The following are examples of incidents or activities which require immediate reporting to your TOC. This is not all inclusive:**

- UXO/mines
- people observing/taking pictures
- civilians bringing ammunition or mines to gate or OPs
- civilians request medical help
- civilians demonstration
- suspicious vehicles
- tripped flares
- any suspicious activity of any nature
- undisciplined weapons firings
- infiltration / breaks in the perimeter wire
- questionable gate security operations
- persons taking pictures at or of the flight line
- any suspicious packages / boxes
- children seeking protection
- any civilians taking pictures anywhere on base

**4. Special instructions for Gate guard:**

**Gates:** All personnel entering gates will be checked for proper authorization. All authorized local national workers will be searched and then given an ID in exchange for their civilian ID cards.

**a) Authorized access:**

Persons must meet the following to have access.

1. **Allied soldiers:** Soldier must possess a valid military Allied ID card. If soldier has lost ID card, obtain unit and standard name line. Notify higher. TOC will inform that soldier's chain of command to do a positive identification check. Soldier must be in compliance with the current force protection status to depart the Basecamp (exceptions will be listed on Access Roster in Guard book).
2. **Special Status Personnel / Exceptions:** The following categories of personnel are authorized access and fall under particular force protection guidelines. You will always search vehicles entering the base camp that are not from your unit. This includes special status personnel's vehicles.

a) **Contractors, trainers, press, JCO:** Access is granted to special status personnel such as JCOs, Non Governmental Organizations and Contractors ONLY if they are listed on the Personnel Access Roster or possess a Vehicle & Personnel Access Card or a Mayor Cell Card, examples are located at each gate guard packet.

b) **VIP and Serb and KLA visits will be announced** daily to the guard posts on the visitor lists. SOGs call S2 for daily updates and clarification if visitors are not on the list. Access to the Basecamp is granted to Special status personnel such as Joint Commissioned Observers, Non Governmental Organizations, Members of the Press, and Contractors ONLY if they are listed on the Basecamp Personnel Access Roster.

**3. Vehicle / Personnel Passes:** Vehicle / Personnel passes are issued by S2 or the Mayor's Cell to tenant unit representatives, a sample of each pass is found in the Gate Guard books. Passes are given to certain members of Special Status Personnel / Exceptions.

#### **b) Procedures for dealing with personnel/vehicles**

##### **1. What do I do to find out if a person is authorized?**

A Vehicle & Personnel Access roster is maintained at each access point. If there is a question as to an individual's identification, ask the individual what organization / unit they are in and turn to that tab and their purpose for entry/exit. If that individual is not listed, does not fall under announced visitors, and does not fall under the exemption categories, then deny access. Refer questions to your chain of command or your TOC.

##### **2. What do I do when I receive permission to allow access for a non-listed individual?**

When you receive authorization from higher to allow access, annotate that individual's information on the Basecamp Entrance Log found in your guard book. Include on the log as much accurate information as possible Name, ID card #, Organization, Reason for Entrance, Vehicle type and plate #, DTG In, DTG out.

##### **3. Vehicle and personnel searches:**

a) Conduct searches in accordance with unit SOP.

b) When in doubt of the validity of proof of identification and no examples are available, call to higher for verification/instructions.

c) Send SALT Report to TOC when you encounter any of the following.

- suspicious vehicles
- people observing/taking pictures
- any suspicious activity of any nature
- children seeking protection
- civilians request medical help
- civilians demonstration

**4. Use the following guidelines to deal with UXO/ammo turn in:**

- Have civilian place UXO in established turn-in point.
- Send UXO Spot Report to TOC
- Continue to observe and wait for further instructions from higher.

**5. Special instructions for Tower guard:**

a. Send SALT Report to TOC when you encounter:

- people observing/taking pictures
- Tripped flares
- undisciplined weapons firings
- Attempts or successful wire breaches
- infiltration / breaks in the perimeter wire

b. Use the following guidelines to deal with UXO/ammo turn in:

- Have civilian place UXO in established turn-in point.
- Send UXO Spot Report to TOC.
- Continue to observe and wait for further instructions from higher.

**6. Special instructions for Internal patrols:**

a. Send SALT Report to TOC when you encounter:

- tripped flares
- any suspicious activity of any nature
- undisciplined weapons firings
- questionable gate security operations
- persons taking pictures at or of the flight line
- any suspicious packages / boxes

b. The following guidelines will be used in dealing with UXO/ammo turn in:

- Have civilian place UXO in established turn-in point.
- Send UXO Spot Report to TOC.
- Continue to observe and wait for further instructions from higher.

7. Report incidents or activity to TOC at via FM, Handheld radio, or MSE. Report completely as possible per below:

WHO: Who is making the report? Name, Rank, Unit, and phone number.

WHAT: What is the problem? Be specific and answer all the questions TOC asks. Additionally, what actions have you taken?

WHEN: When did the incident / activity occur or when did you learn of the incident or activity?

WHERE: Your location and location of the incident. Six digit grid minimum. If grid is not known, give verbal description of how to get to the location of the incident or activity.

WHY: If applicable. Describe why it is happening or happened and what is needed, i.e. an interpreter, EOD, etc.

HOW: How did the incident or activity happen or how did you or soldier from your unit happen upon it?

## **BASELINE CCIR**

**1. DEFINITION OF CCIR** (CCIR stands for Commander's Critical Information Requirements. It consists of information that the commander must know to complete the mission.

- **EEFI:** Elements of Enemy Information (information about our unit that we must deny to the enemy/POF (ex. the reaction time of our QRF)
- **FFIR:** Friendly Forces Information Requirements (information we need to know about our own force (ex. friendly casualties).
- **PIR:** Priority Intelligence Requirements (information we need about the enemy/POF (ex. are ADA weapons missing from an approved ADA weapons storage site).
- **IR:** Intelligence Requirements

**2 BASELINE CCIR:** (Commander's Critical Information Requirements--If something meets a CCIR criteria, report it higher ASAP)

- Locations of minefields
- US/Allied Casualties
- Serb/KLA non-compliance
- Terrorist activities/threat
- Convoy/patrol status
- Loss of a sensitive item
- Base camp incursion
- Weapons discharge
- Crowds or civil demonstrations (50 or more men of military age, large gathering of women and children)